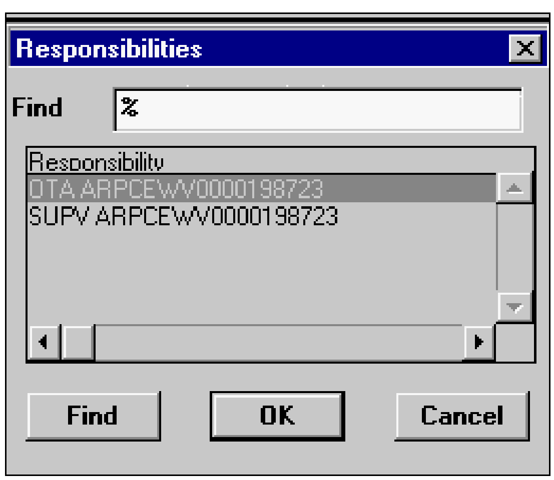
Updating Civilian Training History (Modern System OTA)

Step 1

Screen	Action	Remarks
Log-On	Enter Name & Password. Click the “Connect” button.	

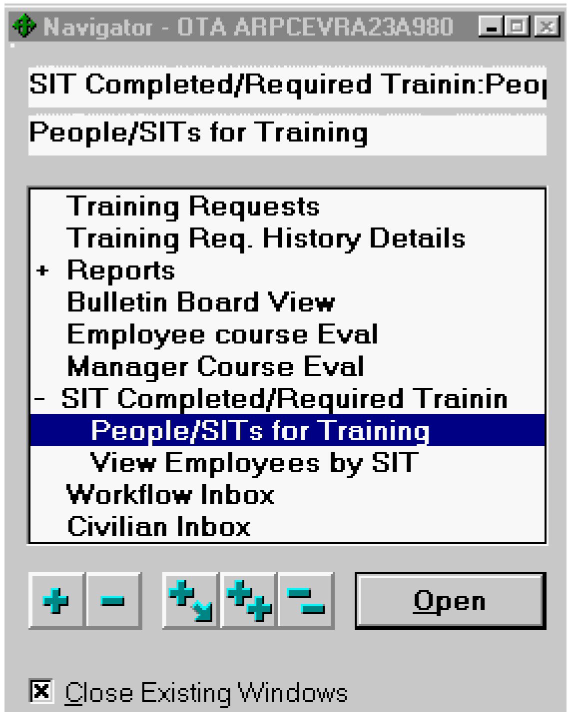
Step 2

Screen	Action	Remarks
Responsibilities	Click on “OTA ARPC***” (*** will vary with each user) then click “OK” button.	**Note**: Users who only have OTA responsibility will bypass this step and automatically go to the “Navigator” screen after logon.



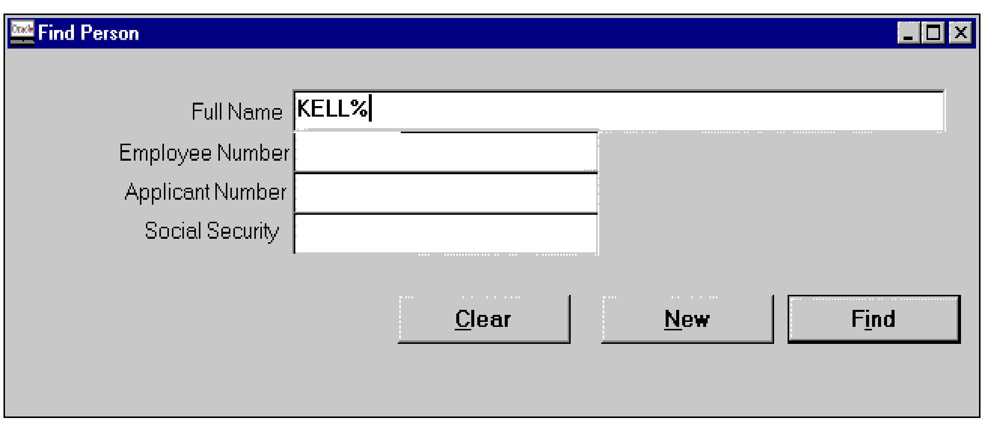
Step 3

Screen	Action	Remarks
Navigator	Click on "SIT Completed/Required Training"; click "People/SITs for Training"; then click "Open" button.	Use the scroll bar in the "Navigator" window to move up or down the screen.



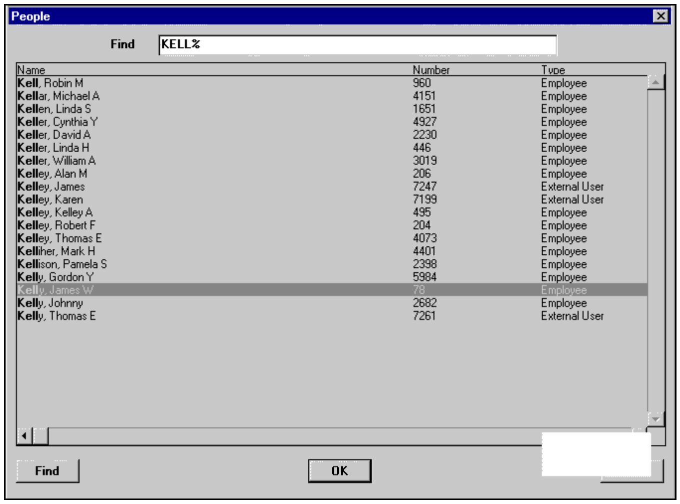
Step 4

Screen	Action	Remarks
Find Person	Type first few letters of last name then click the "Find" button.	



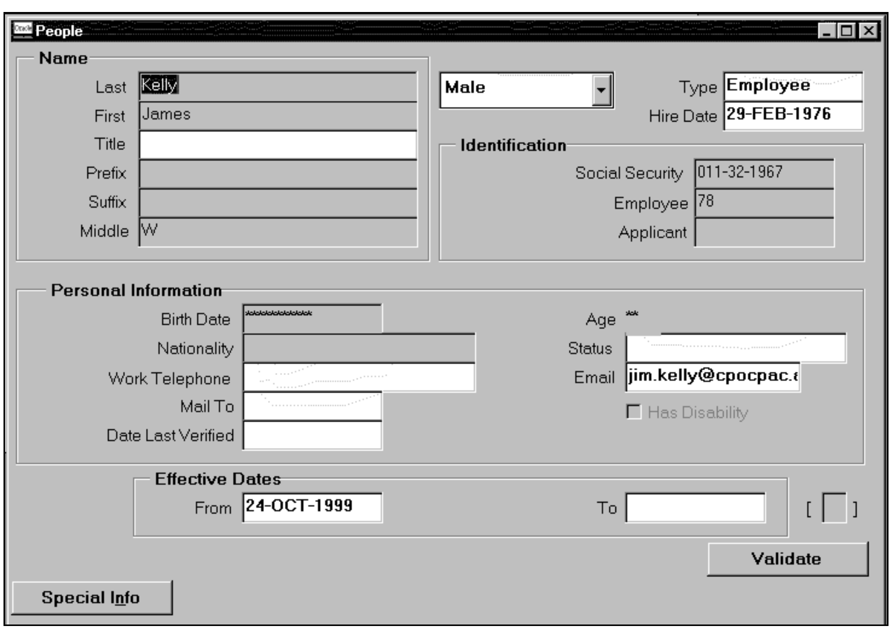
Step 5

Screen	Action	Remarks
People	Highlight the person you are looking for and click the “OK” button.	



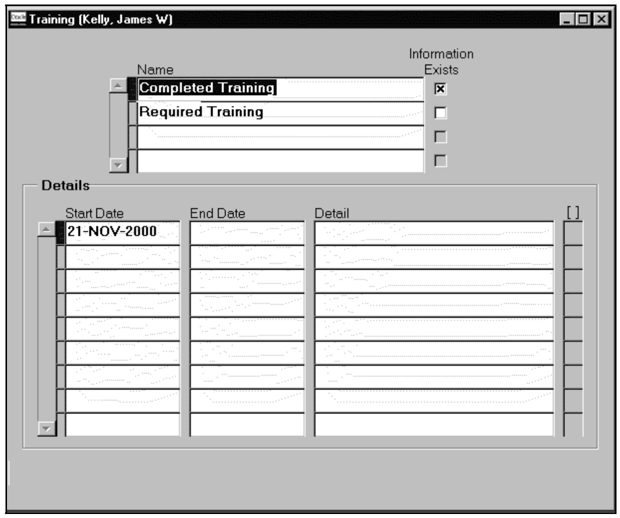
Step 6

Screen	Action	Remarks
People	Click the “Special Info” button.	



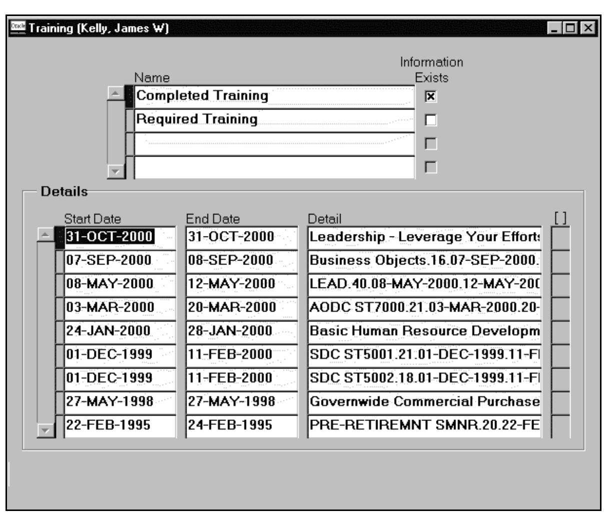
Step 7

Screen	Action	Remarks
Training	1. Click on the "Completed Training" line if it is not already highlighted. 2. Click in the "Detail" column. .	**Note**: Blue square will be to the left of the "Completed Training" line.



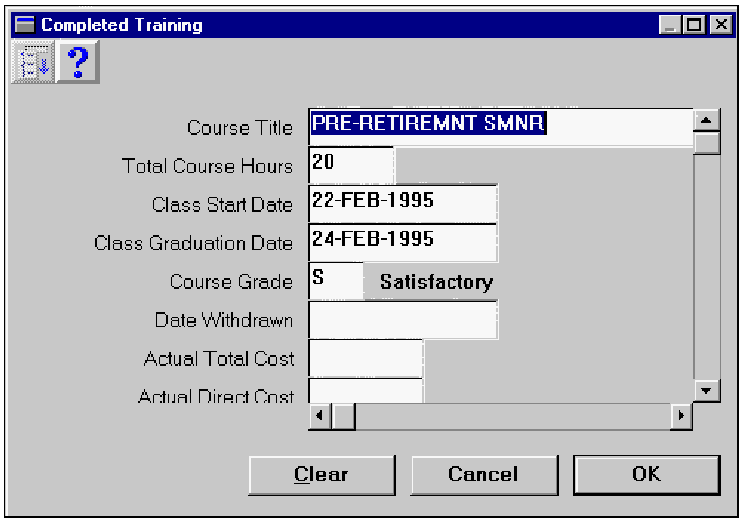
Step 8

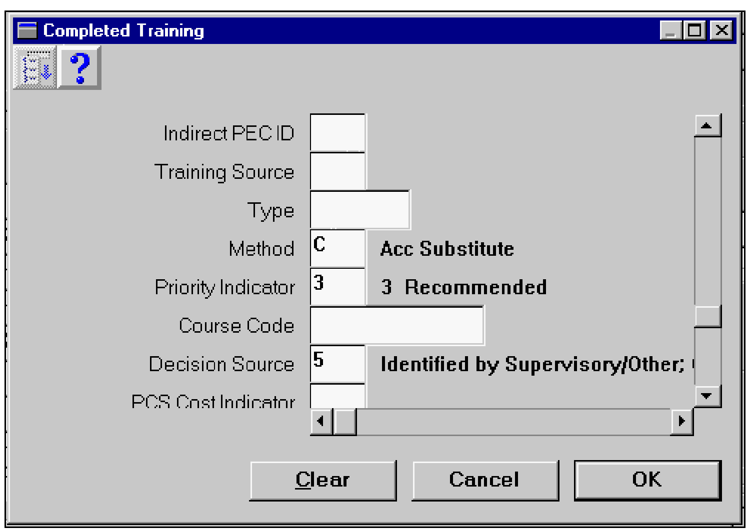
Screen	Action	Remarks
Training	Click twice if there is a blank space in the "Detail" column.	**Note**: If the "Detail" column is filled with entries click "New Record" icon on tool bar (green cross) then Click twice in the blank space in the column.



Step 9

Screen	Action	Remarks
Completed Training	Fill in all white fields that are applicable. Click the "OK" button when done. Then click the "Save" icon on tool bar.	Use the "LOV" button where available.

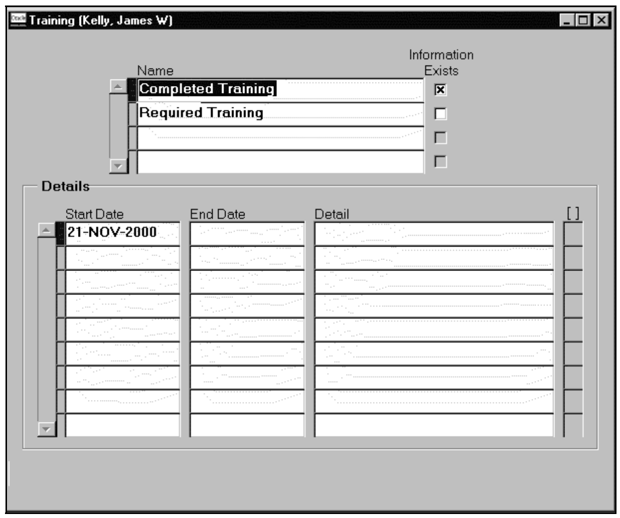




Note: There is only one "Completed Training" screen. It had to be split in two in order to copy the image for this guide.

Step 10

Screen	Action	Remarks
Training	Click on the "X" in upper right corner of the Training window to update the training history of other employees.	You will be returned to the "People" window. Click on "Query" and "Find". Click on "Clear' and repeat from step 4.



<u>Note:</u> If you have completed all your updates click on the "X" in the upper right corner of the **PAC-PPI Citrix ICA Client** window to exit the program.